

SIGN PERMIT

INFORMATION FOR THE CITY OF BURLINGTON, N. C.

425 S. Lexington Ave., Burlington, NC 27215

PHONE: (336) 222-5085 EMAIL: jlea@ci.burlington.nc.us FAX: (336) 513-5410

Your permit will not be approved if the application is not properly filled out, there is missing information or if you do not have a privilege license.

Applicant or Contractor Information	Proposed Sign Location Information
Name:	Business Name:
Address:	Address:
Phone:	

NOTE: A privilege license issued by the City of Burlington is required for permitting and installation of the signs. if you do not have one, you may call (336) 222-5126 for information.

- 1.) Privilege License Number _____
- 2.) Electrical signs must be UL approved and labeled. UL Number _____
- 3.) Size and square footage of each proposed sign(s). (Example: 4 x 8, 32 sq. ft.)

- 4.) Elevation drawings showing size and location of sign. Site plans are required for ground signs and pole signs showing the exact location of the property line.
- 5.) Cost of sign(s): _____
- 6.) Permit Fee is based upon the cost of the signs including installation.
Fee schedule is as follows:
Up to the first \$1000-----\$42.00
Each additional \$1000 or any part up to \$100,000 -----\$5.00
Each additional \$1000 or any part over \$100,000 -----\$4.00
Ex: Cost of signs = \$4300.00
First \$1000.00 = \$42.00
Remaining amount = \$3300.00 (counted as \$4000)
Each additional \$1000.00 or part of a \$1000.00 = \$5 x 4 = \$20.00
Permit Fee = \$42.00 + \$20.00 = \$62.00
Permit Fee: _____
- 7.) Total square footage allowed depends upon Zoning Classification and Location.
Call (336) 222-5085 or email jlea@ci.burlington.nc.us for Information.
- 8.) Information may be faxed, mailed or emailed. Once the signs are approved and the check is received, the permit will be mailed to you. Make check payable to City of Burlington. Mail information to the attention of Joey Lea